

**NOTICE**

There is a job vacancy with the **BAY COUNTY REGISTER OF DEEDS OFFICE.**

JOB TITLE:	Part-time Typist Clerk III
RATE OF PAY:	\$12.91 per hour entry, progressing to \$15.31 per hour after six years (TS06)

Part-time position, up to 29 hours per week, with limited benefits

**General Summary:**

Experienced in office systems and department procedures. Receive, examine, index and record documents pertaining to ownership of real estate in the County. Assists the public at the counter and via telephone. Conducts file searches regarding property ownership, including, but not limited to, the history and locating parcels on tax maps for customers.

**Typical Duties:**

1. Fully proficient as a typist. Creates the index for all recorded documents by inputting information into a computer including grantee-grantor, mortgagee-mortgagor, legal descriptions, consideration and miscellaneous amounts, cross references, and delivery information.
2. Receives and reviews documents such as deeds, mortgages, land contracts, leases and security agreements that convey or encumber title to real estate. Receipt documents including placing liber and page, time and date stamp, and collects fees. Waits on customers at the counter.
3. Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. Prepares billings on written searches.
4. Verifies all indexed work, balances dollar amounts and document count with daily revenue reports. Prints revenue reports, document statistics, and mailing labels
5. Balances cash drawer at the close of each business day. Balances month-to-date and year-to-date records.
6. Scans documents and creates backup electronic records.
7. Ships and maintains an inventory of all records, microfilm, database backup tapes, CD's, and miscellaneous records kept in off-site storage.
8. Researches information on property, checks on the status of recorded documents, determines grantor-grantee, mortgagor-mortgagee, survey, and other information, and answers questions related to department operations. Conducts searches by legal description as necessary. Perform mapping process, able to read and interpret legal descriptions.
9. Knowledgeable of recording statutes that must be met to insure the upmost standard of county real estate records.
10. Knowledge of word processing and spreadsheet programs, including but not limited to template and merge files.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of job duties performed by personnel so classified.

**Qualifications:** High school graduate. Six to twelve months of related clerical work experience required, preferably one year of experience in a bank, title company, realtor or similar setting which provided some knowledge of real estate documents, but not required. Typing skill level will be 60 WPM (corrected, with no errors). Applicants will be required to take a typing and mapping test.

**Physical Requirements:** With or without reasonable accommodations, this position requires sitting, being mobile, bending, and standing for significant periods of time, and the ability to move objects according to the following weight and frequency; generally up to 20 pounds of force from one percent to 33 percent of the time. Able to work with chemicals.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m. Tuesday, June 2, 2015.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."